

## Child Protection and the Safeguarding of Children Policy and Procedures

This policy is based on the following government acts and guidance:

Safeguarding Vulnerable Groups Act 2006

Children Act 1989

Childcare Act 2016

Counter Terrorism and Security Act 2015

Working Together to Safeguard Children 2018 a guide to inter-agency working to safeguard and promote the welfare of children

Early Years Foundation Stage Statutory Framework

SET Procedures 2019

This policy and procedures are used alongside other relevant policies including those for:

- Health and Safety
- Staff and Safe Recruitment
- Visitors
- Whistleblowing
- Mobile Telephones, Cameras and Recording Devices
- Confidentiality policy
- Information Technology and Social Networking – Acceptable Use

### Designated Safeguarding Officer

The setting has a named DESIGNATED SAFEGUARDING OFFICER, who co-ordinates Safeguarding Children issues within the setting. In the Designated Person's absence, the second named person below will take responsibility for co-coordinating Safeguarding issues within the setting. The persons appointed for this setting are named immediately below:

Lucy Rose                      Position: Early Years Practice Manager (designated safeguarding lead)

Donna Forsyth              Position: Deputy Manager

One of the above **MUST** be on the nursery premises or be contactable at all times. The Designated Person **MUST** have attended Safeguarding training to an advanced level. The designated person is responsible for liaising with Local Statutory children's services as appropriate.

The Designated Person will take advice from the **LADO** or the **Children and Families Hub** on all Safeguarding issues.

The Designated Safeguarding Officer must provide advice and support to other members of staff in the form of staff training in Safeguarding and Child abuse. The training will be provided at staff induction and through ongoing training annually. The training will also enable staff to identify children, staff and parents who may be at risk of being drawn into terrorism, radicalisation or extremism.



### **Responsibilities of the Day Nursery**

Safeguarding and promoting the welfare of children is of paramount importance throughout the nursery setting. Safeguarding and child protection is the responsibility of all members of staff. It is the duty of the Nursery Manager /Deputy Manager & Safeguarding Officer to ensure that all staff are trained in safeguarding of children. All staff are given initial basic training in safeguarding during induction. There is planned on-going training in child protection and safeguarding for all members of staff whilst in the employment of the nursery.

The Working Together to Safeguard Children 2018 guide states that to safeguard children we must ensure:

- Children are protected from maltreatment
- Children are prevented from impairment of health or development
- Children grow up in circumstances consistent with the provision of safe and effective care
- We take action to enable all children to have the best outcome

If we have a concern of the safety and welfare of a child we have a responsibility to refer the concern/need to the Children and Families Hub. Our aim is to work together with families to protect and safeguard the children in our care and depending on the level of need according to the Essex Effective Support Windscreen we will inform you of any referrals made to work alongside and support families that may be in need. However if we have a child protection concern and believe that by making the family aware will put the child in significant harm we will not inform the parents.

It is the responsibility of the nursery to support all children within our care. We have clear procedures in place for staff to adhere to in order to protect children. Parents and staff are supported and educated on safeguarding issues.

Effective measures to safeguard children are those that also promote their welfare and should not be seen in isolation from the wider range of support and services.

The nursery follows the guidelines as described in the Working Together to Safeguard Children guide which advises:

- There must be direct communication with children of sufficient age and ability so that their views are known and considered. This may involve the provision of independent support and advice.
- The child's wishes and feelings must underpin assessments and any safeguarding activities so far as is reasonably practical.
- Information sharing is fundamental to comprehensive assessment and the exercise of professional judgement (refer also to the Confidentiality Policy).
- Plans to safeguard and promote the welfare of children must involve the contributions of all relevant agencies, the family and the child where appropriate.
- All parties that plan to promote and safeguard the welfare of a child should be involved in the review of that plan where appropriate.
- Family members are key parties to plans to promote and safeguard the welfare of a child unless this is inconsistent with ensuring the child's safety.
- Children, families and carers must be provided with the information that enables them to fully exercise their rights and responsibilities.



- Plain, jargon-free language should be used appropriate to the age and understanding of each person.
- There should be open and honest discussion about concerns and professional responsibilities when working with children and families.

The nursery works with children, parent/carers, external agencies and the community to ensure the welfare and safety of children. It is the responsibility of the Nursery Manager/ Safeguarding Lead to contact appropriate agencies with regard to any concern risen related to a child protection and safeguarding matter. The nursery will follow the Child Protection and the Safeguarding of Children Policy and Procedures in the event of any concern being raised by a parent, child, member of staff, or any other person associated with the care of the child attending the setting. The nursery believes that all children have the right to be respected and kept safe from any form of abuse or radicalisation.

As a day care provider we have a statutory duty of care. The aim of the nursery is to;

- Provide a safe and secure environment for all children.
- Provide an environment where children feel supported and able to discuss and disclose information.
- Provide an environment that supports children's development, physically, emotionally, intellectually and help develop a positive self-image.
- Treat the child's welfare as paramount.
- Know what are the safeguarding procedures within the setting.
- Know relevant sections of legislation governing services to children – The Children Act 1989, the Childcare Act 2016 and Working Together to Safeguard Children 2018 a guide to inter-agency working to safeguard and promote the welfare of children.
- Know what services and expertise are available locally, and how to gain access to them.
- Be clear about the roles and responsibilities for safeguarding and promoting the welfare of children.
- Know when and how to make a referral to the local safeguarding board or to the Police.
- Understand risk factors and the needs of parents/carers who may need extra help in bringing up their children, which may mean they pose a risk of harm to a child, and know where to refer for help.
- Be alert to potential indicators of abuse, neglect and radicalisation, which may include where children are not registered with a school or GP, miss health appointments or have unexplained absence from nursery.
- Be alert to the risks which individual abusers, or potential abusers, may pose to children.
- Be aware of the effects of abuse and neglect on children.
- Share and help to analyse information so that an informed assessment can be made of the child's needs and circumstances.
- Contribute as required to whatever actions are needed to safeguard the child and promote his or her welfare.
- Work in partnership with the parents/carers, unless this is inconsistent with the need to ensure the child's safety.
- Respond sensitively to the needs of children and their families from a range of racial, cultural, religious or linguistic backgrounds.
- Be committed to full co-operation with other agencies in the interests of safeguarding children and be clear which agency, team or professional has lead responsibility, and the precise roles of everyone else who is involved, including the way in which the children and other family members will be involved.



It is the responsibility of the nursery to investigate and act upon any information received which relates to the welfare and protection of any child within our care. If any person connected to the nursery has reason to believe that a child requires child protection they are required to inform the child protection Safeguarding Co-ordinator. It is the responsibility of the nursery to act quickly and responsibly. If necessary the Child Protection and the Safeguarding of Children Policy and Procedures will be followed and appropriate agencies will be contacted. At all times the support and welfare of the children in our care will be regarded as paramount.

To ensure compliance with the Child Protection and the Safeguarding of Children Policy and Procedures the basic principles listed below are followed:

- All staff are trained in child protection and safeguarding at level 2.
- All staff is recruited through a rigorous safe recruitment policy and procedure.
- The Safeguarding Co-ordinators attain recognised training certificates (level 3) in child protection and safeguarding.
- All staff receives regular training updates in child protection and safeguarding.
- All staff members recognise that parent partnership is paramount in keeping children safe from harm.
- All staff are trained to recognise significant changes in children's behaviour, deterioration in children's general wellbeing, and unexplained bruising, marks or signs of neglect.
- All staff is made aware of Prevent duty and procedures to follow should they have concerns.
- Parents/carers are informed through various media of the Child Protection and the Safeguarding of Children Policy and Procedures. Any updates to the policy or procedures are circulated promptly.
- Children are never knowingly or intentionally placed at risk whilst in the care of the nursery staff.
- Clear procedures are in place in the event of a child protection concern.
- Parents are made aware and educated on potential forms of ICT abuse for children
- The nursery follows a strict confidentiality code. Personal information on children, families and staff is kept securely, whilst being accessible. In ensuring privacy and confidentiality, consideration **MUST** be given to the following:
  - Who needs to know the information?
  - When and where information is shared with parents/carers.

### Suitable Persons

All staff/volunteers are recruited and trained in safeguarding following our Staff and Safe Recruitment Policy. This includes the following:

- All newly appointed staff **MUST** provide a minimum of two written references . Written references can be on headed or addressed paper, from a legitimate email address or by fax. Verbal references will not be accepted.
- Evidence of identity such as a current passport, birth or marriage certificate or national insurance number is required. Confirmation of home address such as a recent bank statement or utility bill which is more than two months old, must also be provided.
- Copies of qualification certificates are required and checked.
- All staff, including regular volunteers, must have a cleared DBS referral before commencing work at the nursery. In circumstances where there is a delay in receiving the returned DBS (including one off volunteer) a risk assessment will be in place to ensure the staff member is never left unsupervised with children.



- Staff have a responsibility to inform the nursery of any person living with the member of staff who is disbarred from working with children. In this instance the nursery would inform Ofsted.
- Staff are required to inform the nursery of any changes in circumstances that may affect their capability to safeguard the children within their care. This includes medication, health issues or changes in domestic circumstances.
- Staff are required to read the safeguarding policy during their induction.
- All staff are required to keep their safeguarding knowledge current.

### **Prevent Duty**

Prevent duty is the duty in the Counter Terrorism and Security Act 2015. It reflects the need to prevent people from being drawn into terrorism and protect children from the risk of radicalisation and extremism.

Radicalisation is where a child or adult is groomed to ignore British Values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

It is not acceptable to:

- Actively promote intolerance of other faiths, cultures and races
- Fail to challenge gender stereotyping
- Justify violence
- Isolate children from their wider community
- Fail to challenge behaviours that are not in line with fundamental British Values

In order to comply with guidelines for Prevent duty and reduce the risk of potential radicalisation, and extremism the nursery must:

- Undertake risk assessments
- Work in partnership with others
- Provide staff training
- Provide IT policies
- Promote British Values through daily activities and good role modelling

The Designated Safeguarding Officer completes a core training programme - WASP -Workshop to Raise Awareness of Prevent. The Designated Safeguarding Officer provides training to other members of the nursery staff at induction and through ongoing training annually to enable staff to identify children, staff and parents who may be at risk of being drawn into terrorism, radicalisation or extremism.

If a child/staff member/parent/carer displays any concerning behaviour and shows evidence of radicalisation or extremism the member of staff must inform the Designated Safeguarding Officer or a senior member of staff immediately. The Designated Safeguarding Officer will;

- Listen and observe the child/staff member/parent.
- Detail the discussion and date in a confidential report, written in the child's and staff member's own words.
- Keep the report confidentially and securely in the main office.
- Contact Essex Family Operations Hub and ask for their advice on whether or not to discuss the concern with the parent/carer or relevant person. If the answer is yes, the designated



Safeguarding Officer will arrange a meeting at the earliest opportunity. The person concerned will have access to the report if appropriate, with the provision that the care and safety of the child is paramount.

- Alternatively contact the police by telephoning 101
- Where concern remains, the matter may require a referral to the Channel programme

### **Female Genital Mutilation: Recognising and Preventing (FGM)**

FGM is the partial or total removal of the external female genitalia for non-medical reasons. It causes long term mental and physical suffering, difficulty in giving birth, infertility and even death. Female genital mutilation (FGM) is illegal in the UK and it has been since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

Therefore FGM is a form of child abuse and it is our responsibility to protect and safeguard children from abuse. If we have any concerns that a child is at risk of FGM or has had the procedure carried out we will immediately call the police on 101.

If you would like advice the 24hour helpline is available.

**FGM helpline 0800 028 3550**

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

### **ICT**

The Information Communications Technology and Social Networking – Acceptable Use Policy is provided to all staff on induction.

Parent notices must be placed throughout the nursery to advise and inform parents of potential Information Technology risks for children in their care and how to protect them from it.

### **Absence**

When a child has an unexplained absence in their normal attendance pattern, the Senior Early Years Educator must alert reception who must contact the Parent/Carer to establish the reason for the child's absence.

### **Child Abuse**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people, and are usually known to and trusted by the child and family. There are four main types of child abuse: **physical abuse, sexual abuse, emotional abuse and neglect.**

### **Procedure for all members of staff;**

If a child discloses information that raises safeguarding concerns the member of staff must;

- Inform the designated Safeguarding Officer or a senior member of staff immediately.
- Reassure the child and listen without interrupting if the child wishes to talk.
- Write and date a confidential report (this should be factual)



- Keep the report confidentially and securely.
- If this child is already part of a child protection case, the point of contact (usually the social worker) will be informed immediately.
- The safeguarding officer will consider any other concerns that may have been raised as to whether a referral is needed. If there are any doubts the safeguarding officer will contact the children and families hub and request advice from the consultation line.
- Referrals will be made to the children and families hub if necessary.
- Parents will be informed unless sharing this information puts the child's safety at risk.

If a parent discloses that they are struggling to meet the needs of their child/children/family (non-urgent) and are in need of additional support the nursery will work alongside the family and make a request for support using the online portal.

While the request is being processed the nursery will work with the family as best to their abilities to support the family in any way possible, such as additional sessions, advice on managing behaviour or directing families to local services.

If a parent discloses an urgent immediate risk to the child we will contact the children and families hub immediately or the police.

If a child has an accident at home and attend nursery with an injury an accident at home form will be completed with the parents.

If the injury is suspicious the parent may be asked to explain what happened in more detail. If this raises concern with the nursery the above procedures will be followed.

#### Key Point

- If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept.
- It is vital that the child is allowed to talk openly and any disclosure is not influenced by an attending adult
- Parents/carers should be supported and included in the decision making process around safeguarding of children within their care, and parental consent must be gained with regard to the involvement of professional bodies. This would only alter if the child protection concern was raised to a high level of concern (Section 47 of the Childcare Act 2016) where involvement of the parent/carer's would place the child at further risk.

#### Written reports regarding child protection and safeguarding incidents or raised concerns

Staff writing a report on suspicions of abuse or disclosure of information must ensure the report is written as a factual statement with no personal interpretations and is in child/staff member's own words. The report must include:

- Full names of the person to whom the concern was reported
- Date of the incident/observation/disclosure
- Time and duration of meeting/child disclosure
- Names of people attending the meeting or present during the disclosure
- Child's full name
- The exact position and type of injuries or marks seen (if applicable)
- The exact information on the incident/child disclosure, where appropriate using the child's exact words.
- Any information on discussion held with parent/carers (where deemed appropriate)



Records should be signed by the designated Safeguarding Officer and parents/carers where applicable. These should be kept in a secure confidential file.

Parent/carers and families are to be treated with respect and in a non-judgmental manner by all staff whilst any external investigations are carried out in the best interests of the child.

### **Confidentiality**

Personal information on children, families and staff needs to be kept securely, whilst being easily accessible. Confidential information on any child should be kept in a locked cupboard in the main office. We will always aim to inform parents/carers of any referrals before they are made. However, this may take place after the Local Statutory Children's Services have been informed and their advice followed with regard to informing parents.

### **Staffing and Volunteering**

On the recruitment of a new member of staff or a volunteer:

- 2 written references will be obtained before the new employee is issued their contract.
- Prior to commencement of work at the nursery, the Finance and Administration Officer and Nursery Manager will complete an application for DBS clearance.
- We will also gain a DBS clearance for volunteers that attend the nursery regularly.
- Volunteers will not be left alone with children or attend to personal needs of children such as nappy changing.
- On commencement of employment/volunteer date, the new staff member will be inducted by the designated Safeguarding Officer with regard to Health and Safety, Child Protection and Safeguarding, and Whistleblowing policy.

### **Procedure for allegations made regarding an employee/ volunteer at the nursery**

If an allegation is made against a member of staff, the nursery follows Government guidance as detailed in the Working Together to Safeguard Children guide. For latest current guidelines refer to the website:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/729914/Working\\_Together\\_to\\_Safeguard\\_Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

Where an allegation is made against a member of staff or volunteer, the staff member receiving the allegation must do the following;

- Inform the designated Safeguarding Officer or a senior member of staff immediately. If the designated Safeguarding Officer is the subject of the allegation then this should be reported to the other named SOCCO, who will then:
- Inform LADO, Ofsted and the Local Safeguarding Children's Board. Inform HR.
- Follow advice and guidance from the above authorities.
- Carry out an investigation if required, following the instructions of appropriate professionals.
- Keep all documentation in a secure locked cupboard in the main office.
- Any statements regarding the investigation should be written in the complainant's own words.
- Where appropriate for less serious allegations, and if external professionals feel appropriate, re-assign the member/members of staff to work in another area whilst the investigation is taking place.
- Support members of staff, including the staff against whom the accusation has been made, throughout the investigation.
- On conclusion of the investigation follow the advice and guidelines from the involved appropriate external bodies such as of Ofsted and the Local Safeguarding Children's Board. Ensure that all bodies concerned in the investigation are informed of the agreed outcome.



Suspension of a member or members of staff may be deemed appropriate whilst the investigation is taking place. The nursery, in consultation with HR, reserves the right to suspend any member of staff on full pay during an investigation.

### Contact Telephone Numbers

For advice with initial concerns regarding any child protection issue contact:

**Children and Families Hub: 0345 6037627 [www.escb.co.uk](http://www.escb.co.uk)**

**Emergency Out of hours service: 0345 606 1212 or police 999**

**Information for practitioners:**

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Named person for contact and advice regarding the procedure for allegations against staff:

**Local Authority Designated Office – (LADO): 0333 0139797**

**Ofsted 0300 123 1231**

To report concerns relating to terrorism or radicalisation contact **Police 101**

The nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld nor has a complaint or concern relating to child protection, it is their duty to bring this matter to the attention of the Nursery Manager at the earliest opportunity.

<b>Document reviewed on</b>	January 2020	<b>Where this document is displayed / duplicated; Website All safeguarding notice boards Policy folder</b>
<b>Reviewed on behalf of the nursery by</b>	Lucy Rose Alexandra Murray	
<b>Date disseminated to staff</b>	September 2019	
<b>Date for next review</b>	January 2021	